

Sunman Community Park Rental Agreement

Name: _____ Phone Number: _____

Address: _____

Date of Event: _____ Start Time: _____ am/pm End Time : _____ am/pm

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Facility Requested: (Checks made payable to Sunman Park Board)

___ AB Campbell Building (includes front shelter) **\$250** (includes \$100 deposit)

___ AB Campbell Building (includes all shelters) for wedding reception **\$450** (includes \$200 deposit)

___ Long shelter (North side of the park) **\$100.00** (includes \$25 deposit)

___ Back shelter (West side of the park) **\$100.00** (includes \$25 deposit)

___ Front shelter **\$100.00** (includes \$25 deposit)

- Rented property must be cleaned and in order by the end time of the event.
- All trash must be taken out and deposited in the dumpster in the parking lot
- Doors must not be propped open at any time.
- The park is a public place, please be considerate of others using the park.
- Alcohol is prohibited unless a rental agreement is obtained and approved.
- Please keep the building clean and leave it as you found it. Use the checklist provided to ensure all cleaning procedures are followed.
- Failure to meet cleaning guidelines will result in the forfeiture of your deposit.
- No pets are permitted in the building unless it is a service animal.
- All pets are to be cleaned up after and remain on a leash at all times.
- Motorized vehicles may be used to drop off equipment in the grassy areas. All vehicles must be returned to the parking lot after unloading.
- In the event of grounds damage; including but not limited to ruts, grass damage, concrete, or asphalt damage; I agree to restore the grounds to original condition.
- The renter assumes all liability for injury or damage to person or property. The renter assumes all responsibility for the facility while the rental is in their possession.
- The Town of Sunman and all subsidiaries will not be responsible for any injury or damage that occurs during the rental period.

I have read and agree to all conditions set forth in this contract and the accompanying checklist. Failure to comply with the contract and checklist is grounds for forfeiting the deposit or any part thereof.

Signature: _____

Date: _____

Official: _____

Date: _____

Payment Information:

***** Keys for the Community Building MUST be picked up at the Town Hall on the Thursday before your rental by 4:00 p.m. and returned the next business day by 4 p.m.*****

Sunman Community Park Rental Agreement

Rental Amount Due: _____ Deposit Due: _____ Name: _____

Payment Method: _____ Received By: _____ Event Date: _____

Should any issues arise, please get in touch with a member of the park board IMMEDIATELY
Erick Taylor 401-447-1156 Micah Webster 513-406-5619 Julie Brock 812-209-9110

Sunman Community Park Rental Check List

Our goal is for you to have the best rental experience possible. As stated in the contract you signed, this checklist is a part of the rental agreement.

AB Campbell Building:

- ___ Tables, chairs, and anything used from the storage room must be put back where it was found.
- ___ Stove, microwave, and oven wiped clean.
- ___ Counters wiped clean with cleaner.
- ___ All food brought in MUST be removed from premises following rental.
- ___ All floors must be swept, mopped and water emptied outside. Put all mops/brooms back in the storage room.
- ___ All mats must be taken outside and swept.
- ___ Bathroom sink wiped out and toilet flushed.
- ___ All trash must be taken to the dumpster located in the parking lot. All trash/cigarette butts must be picked up.
- ___ No tacks, nails or tape is to be used on walls.
- ___ Turn the thermostat to 55 in winter or 75 in summer.
- ___ All doors and windows are shut and locked.

Outside Shelters:

- ___ All tables are put back under the original shelters.
- ___ All trash was picked up around the shelter and trash cans were emptied into the dumpster in the parking lot.

To Receive your Deposit Back - Please return the key and this form to the town hall key depository (located behind the town hall).

Please sign the checklist.

(Signature)

Deposit Information:

Date: _____

Return of Deposit Approved by: _____ **Return of Deposit Denied by:** _____

Reason Deposit Denied _____

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